




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 16-001 (rev. 04/19)
<b>Signature:</b> 	<b>Supersedes:</b>
<b>Application:</b> All employees	<b>Effective Date:</b> April 1, 2016
<b>Authority:</b> Tennessee Code Annotated § 8-30-104; § 8-30-105	<b>Rule:</b> 1120-08

## **Workshop Participant Attendance Limitations and Procedures for Workshop Cancellations**

The purpose of this policy is to establish attendance parameters for face-to-face workshops conducted by the Learning and Leadership Development (LLD) division as well as outline workshop cancellation procedures.

### **Participation Limits for Face-to-Face Workshops**

For face-to-face participant workshops facilitated by LLD staff and held in the Nashville area, the minimum number of registered participants required for workshops is twelve (12). For those workshops held outside of the Nashville area where an LLD facilitator is required to travel, the minimum number of participants shall be twenty (20) registered participants. All face-to-face participant workshops shall be limited to a maximum of fifty (50) participants.

For face-to-face content workshops, as well as train-the-trainer workshops (excluding Franklin Covey, How to Facilitate Certification, and Respectful Workplace Certification courses) facilitated by LLD staff in the Nashville area, the minimum number of registered participants is six (6) and the maximum number of registered participants is twenty (20). For content/train-the-trainer workshops facilitated by LLD staff where travel by the LLD facilitator is required outside the Nashville area, the minimum number of registered participants is twelve (12).

Limits on minimum and maximum number of registered participants in Franklin Covey workshops will be individually established by LLD for each workshop. How to Facilitate Certification workshops will be limited to a minimum of six (6) registered participants and a maximum of eight (8) registered participants. For Respectful Workplace Certification workshops, participation will be limited to a minimum of five (5) and a maximum of ten (10) registered participants. These limits apply to Franklin Covey, How to Facilitate and Respectful Workplace certification workshops conducted in the Nashville area. For areas outside the Nashville area where an LLD facilitator is required to travel, workshop attendance limits will be individually established in coordination with LLD and the agency.

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Variances to these minimum and maximum attendance numbers may be approved by LLD. In circumstances where workshops need to be cancelled or rescheduled, LLD will make every attempt to provide notification directly to registered participants at least twenty-four (24) hours in advance.

### **Inclement Weather Cancellation Policy**

During periods of inclement weather, participants should guide themselves in accordance with Policy 12-037, *Employee Absence and State Office Closures Due to Inclement Weather*. Employees should use their best judgement in making a determination as to whether his or her safety will be placed in jeopardy by traveling to attend a workshop.

In circumstances where LLD staff scheduled to facilitate a workshop are unable to travel due to inclement weather, the scheduled workshop will be cancelled and every effort made to notify registered participants of the cancellation in a timely manner. If participants are scheduled to travel to a workshop and inclement weather is pending, the participant should contact LLD to ensure the workshop has not been cancelled. As a general practice if Metro Nashville-Davidson County Schools are closed, LLD workshops scheduled for those days in the Nashville area will be cancelled.

### **Inclement Weather Cancellation Procedures**

In the event inclement weather is pending or existing, LLD shall:

1. Email all registered participants notifying them to check the news regarding the closing of Metro Nashville Schools.
2. Notify registered participants to consult with their manager prior to traveling if inclement weather is pending.
3. If Metro Nashville Schools are closed, send an email to registered participants by 7:00 a.m. the day of the class confirming that the class has been cancelled.
4. Primary responsibility for workshop participant notification rests with the learning facilitator or staff member responsible for facilitating the effected work shop. The assigned facilitator will ensure they have a list of registered participants with them the day before as they may have to send this email from a remote location.
5. For workshops scheduled outside of the Nashville area, if the local area schools are closed, the assigned facilitator shall send notice to registered participants by 7:00 a.m. local time confirming course cancellations.

Questions regarding this policy shall be directed to the Learning and Leadership Development division.